



2426 North Discovery Place, Spokane Valley, WA 99216
Phone: (509) 688-0300, Fax: (509) 688-0188

Decoration Guidelines

(In reference to Policy 500.205)

A) Considerations for approval of Decorations

1) Safety -

- Decorations must be safe. They should not present a safety hazard in any way. This includes but is not limited to blocking doorways, hallways or exits, creating a potential fire hazard (i.e. lights wrapped in tulle), emitting smoke or chemicals which may be harmful to occupants or which may set off smoke or fire alarms.
- Decorations must not present a slip hazard as may occur with rice, birdseed, liquids or other slippery substances.
- Temporary structures must not be of size and weight as to potentially cause injury to guests or damage to CenterPlace. Permissible temporary structures are to be made of lightweight materials or be constructed in such a manner as to eliminate risk to persons or property.
- No steps or stairs to the CenterPlace stage other than those which are specifically designed for that purpose may be used.
- Temporary stages are not permitted unless specifically approved. Platforms, which are at or slightly above ground level, may be considered.

2.) Cleanup

- Decorations should be easy to clean-up. Decorations which are difficult (and costly) to clean such as glitter, confetti, writing or markings on floors or walls, are not permitted. Guests should keep in mind that staff cleanup time required to restore premises to clean conditions, will be charged to the permit holder.

3.) Damage

- Decorations which potentially may damage the facilities in any way should be avoided. This includes tacks and screws affixed to walls or floors, use of tape other than "blue painters tape", leaning objects against the walls, placing or sliding heavy objects across the floors, bringing in pools or fountains which have the potential to leak water or other liquid.

4.) Decorations permitted

- Ribbon, flowers, vases, scattered flower blooms, crepe paper, fabric (such as tulle, etc.), blue painters tape, paper, cardboard, foam board, UL approved decorative lights, string, fishing line, helium and non-helium balloons.



- Decorations are to be placed no higher than may be reached by use of a 6' step ladder. Standing on tables, chairs or other objects or throwing weighted ropes through ceiling beams is not safe or allowed. No decorations may be hung from light fixtures (hooks are provided which may be used), beams or trusses.
 - A variety of other decorations may be permitted. Guests should complete a Special Request Form well in advance for consideration.
- 5.) *Decorations specifically not permitted*
- Rice, birdseed, soap bubbles, glitter, “silly string”, candles which are not fully enclosed in pre-approved containers, glue, tacks, nails, screws, adhesive foam tape, Tiki torches, fog machines, dry ice or other smoke emitting devices, helium balloons.
- 6.) *Temporary Equipment*
- Temporary equipment such as roasters, ovens, or other equipment for cooking, is permitted only outside the building and must be 25 feet or more from the exterior walls. Generally, this means setting up in the parking lot.
 - Crockpots are not permitted in any room.
 - Plastic containers to hold ice and keep beverages cool are permitted if they are leak proof and contain no more than 5 gallons of liquid. Metal containers such as animal stock tanks, are not permitted.
 - Propane tanks and other portable, flammable gases or materials are not permitted in CenterPlace.
 - Fountains or swimming pools or other vessels containing more than 5 gallons of water, animals (including fish) inside the building, inflatable “bouncing” houses or trampolines are not permitted.
- 7.) *Submittal of Decorating, Temporary Structure, Temporary Equipment Plan*
- Guests are encouraged to submit a decorating plan for pre-approval.
 - Special requests for items not included in this policy may be submitted on a Special Request Form. Guests are encouraged not to purchase or rent decorations, temporary structures or temporary equipment which may be subject to disapproval. The City of Spokane Valley is not responsible for charges incurred for items not permitted.
- 8.) *Exceptions require approval of Director of designee*
- Special requests should be submitted well in advance for consideration by Director. Requests should be made in writing. Some requests may require liability insurance.

I have read and understand what decorations are allowed and prohibited at CenterPlace.



Initials _____

Date _____



Owned and operated by the City of Spokane Valley